

RECYCLING & WASTE PROCEDURES FOR 2005-2006 SCHOOL YEAR

CAMBRIDGE PUBLIC SCHOOLS

Self-Reporting Worksheets (See attached)

The custodial staff fax these to DPW weekly to report the type and quantity of recyclables set out for collection. Schools receive no credit for recycling if DPW does not receive these.

CREATE: Cambridge Recycling Education Assistance To Educators

This acronym identifies the educational programs offered by DPW. I will distribute a brochure listing our free services and helpful resources soon. For educational opportunities and ideas to increase your recycling, visit www.cambridgema.gov/TheWorks/departments/recycle/schools.html and www.thegreenteam.org.



Toters

Provided for free by DPW, these 96 or 64-gallon containers with wheels and lids are used for paper, cardboard (in some cases), and bottles & cans for weekly pickup. F.W. Russell, the City's curbside recycling collection contractor, picks them up once a week. (Pickup schedule attached)

Curbside Bins

Provided free by DPW, these 14 or 18-gallon bins may be used in copy rooms, classrooms, offices, or hallways for paper and/or bottles and cans. Keep papers separate from bottles and cans. All recycling should be free from trash, plastic bags and Polystyrene (Styrofoam).



Desk side Bins

Provided free by the DPW, these 28-quart bins may be used for paper and/or bottles and cans in copy rooms, offices, or classrooms. The small container clipped on the side is the "trash buddy", used at several city buildings instead of small trash containers. Since about 90% of office waste is paper, the trash buddies reinforce recycling habits and free up space!

Polystyrene (Styrofoam)*

A polystyrene recycling sorting station with a clear plastic bag should be next to each lunchroom trash barrel. Let me know if more stations are needed and I'll coordinate with the Food & Beverage Dept. Students separate polystyrene from the trash in the lunchroom every day by tapping the food off the tray into the trash and placing the foam trays, soup cups, plates, sporks, etc. into the clear plastic bags. The custodial staff move these bags to a designated pickup location where they are collected daily by the City's polystyrene recycling contractor, the STRIVE Program of the Boston Public Schools. The daily maintenance and wipe down of the polystyrene sorting stations is the responsibility of the lunchroom staff.

*Next fall, DPW hopes to offer food waste collection for composting in lieu of polystyrene, to the CitySprouts schools. This would reduce disposal costs and help achieve the City's climate protection goals since food waste emits methane in landfills, a greenhouse gas 20 times more potent than carbon dioxide. Participating schools will still have only two containers for students to sort their waste: one for trash and one for food waste. Although, Polystyrene would be thrown out, we hope that biodegradable food service items will soon be cost competitive (which would be composted as well). This effort will be made possible through a pending state grant proposal. Please let me know if you want more information on this effort.

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Computers & Televisions (“CRTs” = Cathode Ray Tube)

Harmless while intact, CRTs contain about 5lbs of lead and are banned from landfills and incinerators in MA. Do not place CRTs with the trash, they are considered “universal waste” and must be recycled. Hard drives, keyboards, mice, printers and other electronics are accepted.



- All computers, televisions and computer equipment can and should be recycled.
- All schools must call Public Works to schedule a pickup. Pickups can be scheduled periodically for no fewer than 6 pieces. Please have an accurate count of computer equipment.



Fluorescent Bulbs & Mercury-Containing Devices

Although fluorescent bulbs contain mercury, their use is encouraged because they are highly energy efficient. Fluorescent bulbs & lamps include; straight, circline, U-tube, compact & High Intensity Discharge (HID). Thermometers and thermostats also contain mercury.

Do not place fluorescent bulbs or other mercury-containing devices in the trash, they are considered “universal waste” and must be recycled. Mercury pollutes water and air and is dangerous to humans and wildlife. Call 1-866-9MERCURY for fish consumption advisories.

- Fluorescent bulbs should never be broken intentionally or thrown in the trash. Custodial staff should store fluorescent bulbs of all shapes and sizes separately for recycling.
- DPW provides free storage containers including 4' fiber drums, 4' and 8' boxes, and 5-gallon pails to safely store used bulbs and mercury devices. Do not tape bulbs together.
- Place bulbs in an appropriately sized box and label “fluorescent bulbs for recycling.” Tape box when full. Call for replacement storage containers and/or a pickup.



Batteries

Non-Alkaline Batteries (NiCad, NiMH, Lithium, button cell, rechargeable, computer batteries, etc) should be recycled. DPW can provide 5-gallon pails to collect and store these non-alkaline batteries. Call to schedule a battery pickup.

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MIXED PAPER AND CARDBOARD

Remember, "if it rips, recycle it" as long as it is free from food waste and plastic wrapping. Please be aware of the procedures at your school for emptying classroom and office recycling bins.

If there is no procedure at your school let me know and we'll work together to set it up.

- RECYCLE: All office paper (any color), booklets, envelopes, file folders, junk mail, legal pads, magazines, manila folders, newspapers, spiral notebooks, phonebooks, junkmail, posters, soft cover books and paperboard (i.e. tissue boxes, puzzles). Hard cover books are not accepted curbside; call me for a pickup of at least 4 boxes.
- NO NEED TO REMOVE: Paper clips, staples, rubber bands, wire spirals or even the plastic window on envelopes and tissue boxes.
- CURBSIDE SETOUT: place out by 7am on collection day or as early as 3pm the day before. Record information on self-reporting worksheet and fax to x4814.



BOTTLES AND CANS

All of the school kitchens should have sufficient bins and/or totes for recycling their metal, plastic and glass containers.

- RECYCLE: Any glass, metal, or plastic food or beverage container. Containers must be emptied and rinsed.
- CURBSIDE SETOUT: place out by 7am on collection day or as early as 3pm the day before. Record information on self-reporting worksheet and fax to x4814.

Some schools provide bottle & can recycling in teacher lunchrooms, cafeterias, and/or school hallways. If your school would like to set this up, please let me know!



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CARDBOARD

NEVER PLACE CARDBOARD INSIDE THE TRASH DUMPSTER.

Cardboard is banned from Massachusetts landfills and incinerators and the DPW trash trucks could be rejected by the Waste Management Transfer Station in Somerville where they dump. Rubbish crews notify the Recycling Division if there is cardboard in a school trash dumpster.

SCHOOLS WITH CARDBOARD DUMPSTERS:

Eleven schools and the School Department Headquarters have cardboard dumpster pickup service from Save That Stuff (STS), hired and paid by DPW. Cardboard should be flattened and placed in your cardboard dumpster or hamper provided by Save That Stuff for weekly collection (see schedule attached).

If you need an additional pickup of cardboard, a larger dumpster or a lock please notify me directly and I can arrange it. There is no need to report cardboard on the self-reporting worksheets, as STS reports the amount collected.

SCHOOLS WITHOUT CARDBOARD DUMPSTERS:

The Baldwin and Cambridgeport Schools should flatten, fold and stuff cardboard inside the paper toters, or cut it to 3 feet by 3 feet and place it beside or between the toters. The 3 feet by 3 feet restriction is due to the design of the curbside recycling trucks. Cardboard placed in or outside of toters should be included on the self-reporting worksheet.



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SCHOOL RECYCLING PROCEDURES

Self-Reporting Worksheets









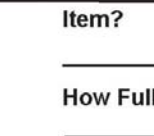


Fax to 617-349-4814 during the week of pickup (see schedule on last page. If you need a blank worksheet please call Kelly at x4836.

Include info on the number of totes set at the curb, how full they are, and what materials are in them (such as paper, bottles & cans, cardboard, paper & cardboard mix).

Sending these worksheets to DPW ensures that your school receives credit for recycling.

This is very important since this year we will increase promotion of how schools are doing with their recycling programs. Recycling statistics will be posted on our web site, School Headquarters and Community School Bulletin Boards, Citywide and School Department Public Information Updates, and PTO and School Council Meeting Updates.

I will occasionally monitor these setouts for accuracy and consistency as reported by all schools. Any discrepancies will be brought to the attention of the person reporting.

		School	
Self-Reporting Recycling Worksheet			
Date: _____ Time: _____ Person reporting: _____			
Directions: Fax sheets to Kelly @ x4814 once a week. Label totes & bins with material and how full (see below).			
List:	P = Paper C = Cardboard B&C = Bottles & Cans #10 = Large kitchen #10 metal can		
Item? _____		Item? _____	
How Full? _____		How Full? _____	
Item? _____		Item? _____	
How Full? _____		How Full? _____	
Item? _____		Item? _____	
How Full? _____		How Full? _____	
Item? _____		Item? _____	
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Item? _____		Item? _____	
How Full? _____		How Full? _____	

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Weekly Collection Schedule for Recycling Toters & Cardboard Dumpsters

Remember that on holiday weeks curbside pickups are delayed one day.

School	Paper and Bottle & Can curbside toter pickup day	Cardboard Pickup
Amigos School	Friday	Wednesday
Baldwin School	Wednesday	Wednesday
Cambridgeport School	Thursday	Thursday
Graham & Parks School	Monday	Wednesday
Haggerty School	Tuesday	Friday
Kennedy/Longfellow School	Thursday	Friday
King Open School	Thursday	Wednesday
Morse School	Friday	Wednesday
Fletcher/Maynard Academy	Thursday	Friday
Peabody School	Monday	Wednesday
Tobin School	Tuesday	Monday
CRLS	Wednesday	Monday* (*change from last year)